



UNIwersytet Warszawski

Prorektor ds. współpracy i spraw pracowniczych
prof. dr hab. Sambor Grucza

Warsaw, 01.10.2025

Dear Sir or Madam,
Deans,
Directors and Heads
of the Organisational Units
of the University of Warsaw

Dear Sir or Madam,

I kindly inform you that, as in previous years, the HM Rector has decided to grant eligible persons a one-time additional holiday benefit for the Christmas 2025 and New Year period.

Below we present information regarding the above-mentioned benefit.

Yours sincerely,

Prof. Sambor Grucza

PROREKTOR
UNIwersytetu Warszawskiego
prof. dr hab. Sambor Grucza

Rules regulating payment of the benefit:

- I. The UW employees (including retirees/pensioners still employed at the University of Warsaw) submit applications for the granting of the above-mentioned benefit exclusively through the DocSense system.
- II. The retirees/pensioners not employed at the University of Warsaw shall submit paper applications to the unit at which they were employed.
- III. The UW units are only concerned with accepting applications from the UW retirees/pensioners.

IV. Entitlements to the benefit

- (1) The benefit is granted to:
 - a) the UW employees and the UW retirees/ pensioners still employed at the UW, i.e.:
 - to the UW employees who remain in an employment relationship (are employed on the basis of an appointment or a contract of employment of limited or indefinite duration) **both as of 31.10.2025 and 31.12.2025**, regardless of the type of employment contract (workload);
 - to the UW employees on maternity, parental, or childcare leave;
 - to the UW retirees and pensioners who have resumed employment at the UW and will remain in employment **as of 31.12.2025**, regardless of the type of employment contract (workload).

- b) the UW retirees and pensioners who have terminated their UW employment contract due to retirement or disability pension, and have not resumed employment at the UW, i.e. who are not employed, **both as of 31.10.2025, and 31.12.2025**, at the UW and hold (will hold) a status of "exempt-retirees" or "exempt-pensioners";
- the UW retirees and pensioners who have resumed employment at the UW and remain in an employment relationship as of 31.10.2025, but whose employment relationship expires or is terminated before 31.12.2025;
 - persons employed at the UW on 31.10.2025 whose contract will be terminated before 31.12.2025 due to retirement or disability pension.

(2) The benefit is not granted:

- to the UW employee whose employment contract has expired (will expire) or has been (will be) terminated before 31.12.2025, with the exception of the UW retirees and pensioners;
- to the UW employee whose employment contract was established after 31.10.2025, if
 - the employee did not remain in employment contract as of 31.10.2025,
 - the employee had not been a UW retiree/pensioner before;
- to an employee on unpaid leave on 31.10.2025 or on 31.12.2023.

V. Amount of the benefit

The amount of the benefit depends on the average gross monthly income per person in the family (calculated according to the rules set forth in § 7, sections 6-9 of the ZFŚS Rules and Regulations¹) and on the family situation of the employee, retiree and pensioner. The UW employees and retirees/pensioners still employed at the UW and other UW retirees and pensioners, whose average monthly income per person in the family is in the same income group, shall be entitled to the same gross amount of the benefit.

Average gross monthly income per person in the family		Gross amount of the benefit
for the UW employees and the UW retirees/pensioners still employed at the UW, and for other UW retirees and pensioners		
	up to PLN 1,400.00	PLN 750.00
more than PLN 1,400.00	up to PLN 2,300.00	PLN 600.00
	more than PLN 2,300.00	PLN 500.00
b) for single parents: the UW employees, and the UW retirees/pensioners still employed at the UW and for other UW retirees and pensioners:		
	up to PLN 2,100.00	PLN 750.00
more than PLN 2,100.00	up to PLN 3,500.00	PLN 600.00
	more than PLN 3,500.00	PLN 500.00

¹The ZFŚS Rules and Regulations constitutes an attachment to Ordinance No. 291 of the Rector of the University of Warsaw of 21 December 2020 on the ZFŚS Rules and Regulations, and can be accessed at the website: <https://bssoc.uw.edu.pl/wp-content/uploads/sites/154/2023/03/Regulamin-Zakladowego-Funduszu-Swiadczen-Socjalnych.pdf>

The benefit at the maximum amount, regardless of income, is granted to persons raising children who are completely incapable of independent existence due to illness, requiring constant care and assistance from others in fulfilling social roles and daily living, regardless of the child's age. These persons shall attach to their benefit application a decision from institutions authorised to determine the degree of disability, in accordance with § 4, point 4 of the ZFŚS Rules and Regulations.

The employees employed on a part-time basis are entitled to a benefit at the same amount as those employed full-time.

VI. Submission of applications through the DocSense system: <https://ds.uw.edu.pl/>.

- (1) The application submitted through the DocSense system constitutes the original.
- (2) Applications will only be active between 01.10.2025 and 30.11.2025.
- (3) The applications will be considered by the UW Office for Personnel Social Benefits.
- (4) DocSense email notifications are sent exclusively to addresses within the uw.edu.pl domain and serve as additional information. We encourage regular checking of the DocSense system, especially during the period of benefit consideration.
- (5) It is not possible to submit an application through a personal profile in the DocSense system on behalf of another person. Applications submitted in this manner will not be considered.

VII. Submission of applications in paper form by retirees/pensioners not employed at the University of Warsaw

1. Persons authorised to prepare lists of the UW retirees and pensioners

For the acceptance of applications from the UW retirees/pensioners, as well as for the processing of personal data of the aforementioned persons and their children who are completely incapable of independent existence due to illness, requiring constant care and assistance from others in fulfilling social roles and daily living, contained in the documentation forming the basis for granting the benefit, I hereby authorise the Heads of organisational units, with the right to authorise their subordinate employees to carry out these tasks.

The Head of a UW organisational unit who has designated a subordinate employee to prepare the list of eligible retirees and pensioners of their unit is obliged to authorise that person in writing (the authorisation template is provided in Attachment No. 3).

2. Method of preparing documents (for the UW retirees and pensioners)

- (1) The basis for granting the benefit is an application signed by the eligible person (beneficiary) submitted in a paper form to their home unit.
- (2) Applications shall be submitted in the original copy (§ 7, section 12 of the ZFŚS Rules and Regulations), in Polish (§ 7, section 13 of the ZFŚS Rules and Regulations).
- (3) Applications shall be checked for formal correctness by the person preparing the list: a correct application has all fields completed and the necessary documents attached.
- (4) The amount of the benefit due to the Applicant will be determined by the Office for Personnel Social Benefits.
- (5) Based on the collected applications, alphabetical lists of the UW retirees/pensioners are prepared (Attachment No. 1).
- (6) The lists shall not include persons who have not submitted a signed application.
- (7) Each list shall bear the official stamp or logo of the Faculty/Organisational Unit and be signed by the Dean/Head of the Unit or the person designated to prepare the list, and stamped with the signatory's personal stamp.

- (8) Each list shall be accompanied by the applications arranged alphabetically and the authorisation to prepare the list. The authorisation shall be placed at the beginning of the submitted documentation.
- (9) The documentation submitted to the Office for Personnel Social Benefits shall be inserted in a binder or folder. The binder / folder shall be described by means of placing the name of the unit on the spine.
- (10) All lists of the UW retirees and pensioners, together with the attached applications and authorisations, must be submitted to the Office for Personnel Social Benefits by the non-extendable deadline of **30 November 2025**.
- (11) In the event that it becomes necessary to supplement previously submitted lists, additional applications must be submitted to the Office for Personnel Social Benefits together with a nominal list prepared in accordance with the rules set out in points 1-9. If additional applications were considered by the same person authorised by the Dean/Head of the Unit, there is no need to reattach his/her authorisation to the supplementary list.
- (12) Wherever possible, situations in which supplementary lists are prepared repeatedly for individual persons shall be avoided.

VIII. Payment arrangements

- (1) The benefit for the UW employees, as well as the UW retirees and pensioners still employed at the University, will be paid in the manner provided for salary payments.
- (2) The UW retirees and pensioners who have terminated their UW employment contract due to retirement or disability pension will be paid the benefit in the manner specified by the applicant on the application:
 - by transfer to a personal bank account,
 - in cash, to be collected at Bank Millennium branches throughout the country,
 - or
 - by postal order to an indicated address.
- (3) **The benefits will be paid in November and December 2025**

For all information on the granting of an additional holiday benefit, please contact the Office for Personnel Social Benefits by phone: **55 20 868**

This letter, together with the attachments, is available on the website: <https://bssoc.uw.edu.pl/>.

Attachments:

1. A template of the list for the UW retirees/pensioners (Attachment No. 1);
2. A template of the application for the UW retirees/pensioners (Attachment No. 2);
3. An authorisation to prepare the list (Attachment No. 3).